

TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	November 2025 Finance Report
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Review November Financial Statements
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	Yes



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Award the Banking Services Contract
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Metro would like to award a contract to provide banking services per the attached recommendation.
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	One



Banking Services RFB TO-26-04

Publication Date: October 6, 2025
Proposal Due Date: November 6, 2025
Contract Term: Indeterminate
Proposals Received: Three

Summary of Specifications

This contract will be for a qualified financial institution to provide banking services in Topeka, Kansas. The current contract remains active.

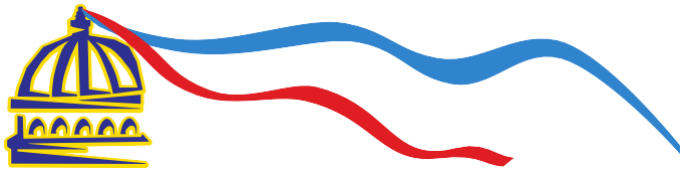
Evaluation

The evaluation committee reviewed the bids individually, met on multiple occasions to discuss the bids, and met with each bidder individually to review their bids and ask follow-up questions. After a thorough review, all 3 bids were deemed to be responsive and all 3 bidders to be responsible and qualified. The bids were scored based on Collateralization of Metro Funds - 20%, Competitive Investment Rates - 30%, Quality of Services - 20%, Inexpensive Fees - 20%, and Required Items – 10%. The scores were then compiled, and the results were as follows:

	<u>Total Score</u>
Silver Lake Bank	9.30
Capitol Federal	8.40
US Bank	7.10

Recommendation

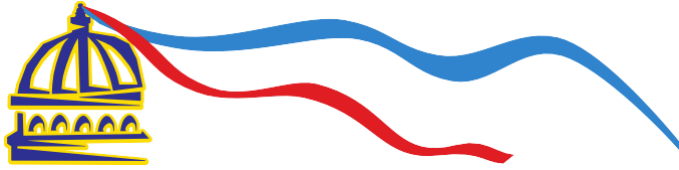
The committee recommends awarding the contract to Silver Lake Bank. It is our determination that Silver Lake Bank is the best choice for Topeka Metro, their bid was responsive, the company is responsible, and the price quoted is fair and reasonable.



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Fiscal Year 2025 Audit Report
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Review Fiscal Year 2025 Audit Report
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	Yes



TOPEKA METROPOLITAN TRANSIT AUTHORITY

Board of Directors Meeting – Agenda Item

ITEM	Calendar Year 2026 Insurance Renewal
CONTACT	Richard Appelhanz
RECOMMENDATION	Approve
SUMMARY	Review Calendar Year 2026 Insurance Renewal Documents.
FISCAL IMPACT (Current and Future)	N/A
PRIORITY/GOAL	N/A
ATTACHMENTS	N/A

Topeka Metropolitan Transit Authority

Balance Sheet

As of November 30, 2025

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	This Month	Net Changes	Last Month
Assets and Deferred Outflows			
Current Assets			
Cash - Operating	1,849,406.41	920,731.80	928,674.61
Cash - Encumbered Funds	3,090,157.50	0.00	3,090,157.50
Cash - Designated	24,076,627.28	200,110.81	23,876,516.47
Accounts Receivable	23,291.61	(3,931.40)	27,223.01
Fuel Inventory	61,440.26	9,673.23	51,767.03
Prepaid Expenses	106,521.88	(17,254.21)	123,776.09
Prepaid Insurance	46,038.42	(23,552.09)	69,590.51
Prepaid Employee Benefits	3,418.16	(1,945.36)	5,363.52
Total Current Assets	29,256,901.52	1,083,832.78	28,173,068.74
Long-Term Assets			
Buildings - Net	886,452.68	(16,013.06)	902,465.74
Bus Shelters - Net	1,340,995.21	(28,056.53)	1,369,051.74
Communication Equipment - Net	6,451.85	(496.30)	6,948.15
Computers - Net	13,082.92	(726.84)	13,809.76
Farebox Equipment - Net	0.00	0.00	0.00
Office Furniture & Equipment - Net	0.00	0.00	0.00
Improvements - Net	2,419,940.00	(32,918.58)	2,452,858.58
Maintenance Equipment - Net	255,957.96	9,110.13	246,847.83
Revenue Vehicles - Net	5,763,355.57	(99,359.22)	5,862,714.79
Service Vehicles - Net	67,170.98	(896.97)	68,067.95
Projects in Process	259,716.22	35,017.80	224,698.42
Land	3,600,255.44	0.00	3,600,255.44
Total Long-Term Assets	14,613,378.83	(134,339.57)	14,747,718.40
Deferred Outflows			
KPERS Deferred Outflows	1,137,166.00	0.00	1,137,166.00
KPERS OPEB Deferred Outflows	92,920.00	0.00	92,920.00
Metro OPEB Deferred Outflows	1,335.00	0.00	1,335.00
Total Deferred Outflows	1,231,421.00	0.00	1,231,421.00
Total Assets and Deferred Outflows	45,101,701.35	949,493.21	44,152,208.14
Liabilities and Deferred Inflows			
Current Liabilities			
Accounts Payable	117,453.93	353.30	117,100.63
Accrued Payables	344,252.30	7,929.86	336,322.44
Payroll Taxes Payable	30,870.94	30,214.04	656.90
Payroll Liabilities Payable	(108.08)	(111.17)	3.09
Unearned Revenue	8,200.00	(275.00)	8,475.00
Other Current Liabilities	200,000.00	40,000.00	160,000.00
Total Current Liabilities	700,669.09	78,111.03	622,558.06

Topeka Metropolitan Transit Authority**Balance Sheet****As of November 30, 2025****Page 2**

	<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Long-Term Liabilities			
KPERS Pension Liability	3,781,044.00	0.00	3,781,044.00
KPERS OPEB Liability	144,745.00	0.00	144,745.00
Metro OPEB Liability	56,675.00	0.00	56,675.00
Total Long-Term Liabilities	3,982,464.00	0.00	3,982,464.00
Deferred Inflows			
Metro OPEB Deferred Inflows	14,844.00	0.00	14,844.00
KPERS OPEB Deferred Inflows	45,722.00	0.00	45,722.00
KPERS Deferred Inflows	342,560.00	0.00	342,560.00
Total Deferred Inflows	403,126.00	0.00	403,126.00
Total Liabilities and Deferred Inflows	5,086,259.09	78,111.03	5,008,148.06
Fund Balance			
Fund Balance - Non-Designated	884,011.73	0.00	884,011.73
Fund Balance - Designated	25,311,481.35	0.00	25,311,481.35
Investment in Capital Assets	14,300,704.37	0.00	14,300,704.37
YTD Excess/(Deficit)	(480,755.19)	871,382.18	(1,352,137.37)
Total Fund Balance	40,015,442.26	871,382.18	39,144,060.08
Total Liabilities, Deferred Inflows and Fund Balance	45,101,701.35	949,493.21	44,152,208.14

Topeka Metropolitan Transit Authority
Cash Balances
As of November 30, 2025

		<u>This Month</u>	<u>Net Changes</u>	<u>Last Month</u>
Cash Account Balances				
Operating				
Operating Cash	1100	274,845.76	121,086.15	153,759.61
Customer Service Cash	1120	600.00	0.00	600.00
Petty Cash	1140	200.00	0.00	200.00
Cash In Bank - Flex Spending	1150	28,081.14	(1,942.72)	30,023.86
MIP - General	1200	1,193,287.53	801,588.37	391,699.16
ST Investment - General Reserve	1230	352,391.98	0.00	352,391.98
Total Operating		1,849,406.41	920,731.80	928,674.61
Designated				
Cash - Encumbered Funds	1160	3,090,157.50	0.00	3,090,157.50
ST Investment - Insurance Reserve	1240	500,000.00	0.00	500,000.00
ST Investment - Capital Reserve	1250	23,576,627.28	200,110.81	23,376,516.47
Total Designated		27,166,784.78	200,110.81	26,966,673.97
Total Cash Account Balances		29,016,191.19	1,120,842.61	27,895,348.58

Topeka Metropolitan Transit Authority
Organization Overall
From 07/01/2025 through 11/30/2025

	YTD Actual	Annual Budget	\$ Remaining	% Used	YTD Last Year
Operating Revenue					
Fares	314,546.14	693,480.00	(378,933.86)	45.35%	341,055.73
Advertising	34,429.00	84,166.00	(49,737.00)	40.90%	34,391.50
Product Sales	488.00	1,080.00	(592.00)	45.18%	532.00
Other Revenue	2,150.12	6,400.00	(4,249.88)	33.59%	3,422.95
Total Operating Revenue	351,613.26	785,126.00	(433,512.74)	44.78%	379,402.18
Operating Expense					
Salaries and Wages	1,806,894.54	4,535,916.00	2,729,021.46	39.83%	1,734,020.05
Payroll Taxes	199,183.08	551,573.00	352,389.92	36.11%	205,859.74
Paid Time Off	189,261.11	617,828.00	428,566.89	30.63%	182,072.86
Employee Insurance	327,448.29	881,592.35	554,144.06	37.14%	319,372.92
KPERs	212,265.45	550,942.00	338,676.55	38.52%	196,220.82
Other Benefits	6,615.79	38,295.00	31,679.21	17.27%	12,470.48
Legal Services	5,782.50	33,000.00	27,217.50	17.52%	0.00
Audit Services	24,250.00	29,050.00	4,800.00	83.47%	13,000.00
Maintenance Services	252,053.39	473,969.00	221,915.61	53.17%	521,893.48
Other Services	48,711.15	157,489.00	108,777.85	30.92%	74,337.04
Fuel, Lubricants and Tires	232,413.46	738,060.00	505,646.54	31.48%	212,642.04
Maintenance Supplies	114,212.13	397,200.00	282,987.87	28.75%	120,023.18
Other Supplies	100,139.00	319,412.00	219,273.00	31.35%	120,008.20
Utilities and Telephones	53,421.12	177,782.00	124,360.88	30.04%	58,500.32
Casualty Insurance	72,571.16	165,465.00	92,893.84	43.85%	69,784.85
Taxes	23,985.46	55,584.00	31,598.54	43.15%	21,420.29
Contracted Lift Service	172,315.00	420,000.00	247,685.00	41.02%	118,652.50
Continuing Education	2,339.35	16,020.00	13,680.65	14.60%	3,813.19
Advertising	5,748.27	11,700.00	5,951.73	49.13%	2,367.20
Equipment Leases	209.70	840.00	630.30	24.96%	495.77
Self-Insurance Payments	63,500.00	60,000.00	(3,500.00)	105.83%	3,406.53
Other Expenses	10,015.77	47,610.00	37,594.23	21.03%	9,629.04
Depreciation	915,808.79	2,176,890.00	1,261,081.21	42.06%	785,175.40
Total Operating Expense	4,839,144.51	12,456,217.35	7,617,072.84	38.85%	4,785,165.90
Operating Excess/(Deficit)	(4,487,531.25)	(11,671,091.35)	7,183,560.10	38.44%	(4,405,763.72)
Non-Operating Revenue					
Mill Levy	410,891.73	7,075,072.00	(6,664,180.27)	5.80%	485,746.70
Federal Operating Funds	2,663,038.00	2,900,000.00	(236,962.00)	91.82%	871,188.00
State Operating Funds	527,418.78	685,080.00	(157,661.22)	76.98%	645,964.85
MTPO & JEDO Grants	20,110.33	50,957.00	(30,846.67)	39.46%	1,220.10
Interest Earned	385,317.22	876,000.00	(490,682.78)	43.98%	328,121.60
Gain/(Loss) on Disposal	0.00	0.00	0.00	0.00%	1,600.00
Total Non-Operating Revenue	4,006,776.06	11,587,109.00	(7,580,332.94)	34.58%	2,333,841.25
Net Excess/(Deficit)	(480,755.19)	(83,982.35)	(396,772.84)	572.44%	(2,071,922.47)
Capital Items					
Capital Grants	0.00	0.00	0.00	0.00%	30,974.36
Total Capital Items	0.00	0.00	0.00	0.00%	30,974.36
Change in Net Assets	(480,755.19)	(83,982.35)	(396,772.84)	572.44%	(2,040,948.11)

Grant Status
Board Meeting
December 15, 2025

Grant	Project	Grant Amount	Amount Remaining	Status
FTA Low-No	Electric Bus Purchase (3) Budget revision submitted on 2/27/25 to extend the period of performance end date to 12/31/27 and to remove Proterra from the grant was approved on 3/6/25.	\$1,737,825	\$1,737,825	Grant is open.
FTA Low-No 2023	Electric Bus Purchase (4) Electric Van Purchase (7) Charging Infrastructure, Contingency, Training	\$7,305,526	\$6,673,767	Grant is open. Drew funds for 7 electric vans for \$631,759 on 2/19/25.
FTA 5307	FY2023 Operating Funding	\$3,055,486	\$0	Grant is open. Received funds for Apr-Jun 25 for \$275,810 on 8/5. Received funds for 10/22-06/25 for Gen Ops and Cust Serv for \$1,270,077 on 8/28.
FTA 5307	FY2024 Operating Funding	\$2,940,580	\$961,467	Grant is open. Received funds for 10/24-06/25 for Gen Ops and Cust Serv for \$400,510 on 8/28/25. Recd funds for 7/1-9/30 For \$992,451 on 11/4/25.
FTA 5307	FY25 Operating Funding	\$2,998,704		Grant has been apportioned. We will wait until the Spring of 2026 to apply, per the FTA, as we are still using FY23 and FY24 funding.
KDOT PT-0726	FY2026 Operating Funding	\$685,080	\$157,661	Grant is open. Recd. funds for 7/1-9/30 for \$527,418.78 on 11/12/25.
KDOT 5339-21	Bus Stops Phase 10, Security Barriers, Maintenance & Security Equipment	\$1,304,840	\$760,202	Grant is open. Received fourth draw for \$30,974.36 on 10/22.
KDOT Access	Bus Stops and Sidewalks	\$177,725	\$177,725	

Procurement Calendar
Board Meeting
For Calendar Year 2025
December 15, 2025

Received Notice To Proceed
ADA Sidewalk Improvements - \$222,156

January 21 – at board meeting

- a. Award the Electric Van Charging Infrastructure and Installation RFB Contract (complete)
- b. Provide update to QSS Back-Up Generator project regarding screen and privacy fencing. (complete)

February 18 – at board meeting

- a. Approve the Demand Response Service RFP (complete)

March 17 – at board meeting

- a. Award the Uniform and Linen Services RFB Contract (complete)
- b. Award the Maintenance Facility Roof Replacement RFB Contract (complete)

April 21 – None

May 19 – at board meeting

- a. Award the Transit Bus and Van Tire Lease RFB Contract (complete)
- b. Award the Audit Services RFB Contract (complete)

June 23 – at board meeting

- a. Award the Demand Response Service RFP Contract (complete)
- b. Approve the Janitorial Services RFB (complete)

July 21 – None

August 18 – at board meeting

- a. Approve the Courier Service RFB (complete)

September 15 – at board meeting

- a. Award the Janitorial Services RFB contract (complete)

October 20 – None

November 17 – at board meeting

- a. Award the Courier Services RFB contract (complete)

December 15 – at board meeting

- a. Award the Banking Services RFB contract